

SUSTAINABILITY COORDINATOR

GRADE: 24

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Sustainability Coordinator performs intermediate technical and administrative work ensuring compliance with City-wide ordinances, programs and policies, as well as City compliance with applicable federal and state environmental laws, rules and permits related to environmental issues throughout the City. This work can be somewhat stressful and the physical demands are moderate. The work requires considerable technical understanding, tact, discretion and persuasion supplying and seeking information on specialized matters. Work is operational in nature and is subject to technical or programmatic guidance from the Chief of Environmental Management.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Serves as the Division lead for stormwater and spill responses
- Investigates illicit discharges into City waterways, storm drains and sanitary sewers.
- Responds to spill incidents and takes such initial clean up or mitigation measures as may be safe and appropriate to the incident.
- Works with citizens and businesses to implement and enforce the City's water quality protection ordinance, including management practices to prevent discharges of fats oils and grease and other pollutants.

- Works with citizens and businesses to reduce nutrient discharges.
- Manages contractors, deliverables and budgets for assigned projects.
- Actively participates in strategic planning for the Environmental Management Division.
- Continuously improves customer relations with citizens and the Rockville business community.
- Designs and conducts public outreach and education initiatives to targeted or city-wide audiences.
- Collaborates with other departments and divisions where interests and jurisdictional lines overlap.
- Assists in the preparation of grant applications and prepares requests for proposals (RFPs), reviews responsive contract proposal submissions, and oversees contract work.
- Prepares periodic reports of activities and expenditures.
- Perform other duties as assigned.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to an Associate's degree from an accredited college or university with major course work in regulatory compliance, environment science, environmental studies, environmental engineering, natural resource management or related area, and at least two years of responsible, professional experience working in similar programs. Possession of an appropriate driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Working knowledge of the Federal Clean Water Act, Maryland state water quality laws, Montgomery County water quality laws, and the rules and policies thereunder.
- Knowledge of and ability to use administrative and penalty enforcement tools and approaches.
- Strong written and verbal communication skills, including skill in public speaking.
- Strong collaboration and team skills.
- Strategic thinking and project planning skills.
- Ability to assess personal job performance and that of an assigned team.
- Ability to assess and investigate regulatory compliance issues.
- Experience with spill response techniques.